

TITLE, SERIES, GRADE: Paralegal Specialist, GS-950-07/09/11

SALARY RANGE: GS-07: \$36,671 - \$47,669 per annum
GS-09: \$44,856 - \$58,318 per annum
GS-11: \$54,272 - \$70,558 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-11

VACANCY ANNOUNCEMENT NUMBER: 06-CRM-SA-043

AREA OF CONSIDERATION: All Interested Candidates and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 06/21/2006
CLOSING DATE: 07/21/2006

DUTY LOCATION(S): Department of Justice, Criminal Division, Appellate Section, Washington, DC

NUMBER OF VACANCIES: 1 or more positions may be filled using this announcement.

The Justice Department's Criminal Appellate Section is looking for one of the best and the brightest to join our legal team in a special area of public service. The Criminal Appellate Section hopes to find a talented multi-tasker with a can-do spirit who will provide litigation support to a busy office with 25 to 30 dedicated attorneys. Criminal Appellate lawyers handle high-profile cases of national and international significance (examples include Enron, Moussaoui and other terrorism/enemy-combatant cases, Oklahoma City bombing, Unabomber, public corruption cases), and other cases on the cutting edge of substantive and procedural criminal law. Our lawyers prepare draft briefs and certiorari petitions for the Solicitor General for filing in the Supreme Court; make recommendations to the Solicitor General (1) on whether to seek further review of cases that the district courts and the courts of appeals have decided against the Federal Government, and (2) on whether to participate as an amicus curiae in state criminal cases pending before the U.S. Supreme Court; write briefs and argue cases in the courts of appeals; give advice and guidance to other divisions within the Justice Department and to the United States Attorneys' Offices; and suggest and comment upon rules and policy initiatives involving all three branches of the Federal Government.

You might be just the person to help us fulfill these important and varied responsibilities, if you possess excellent oral, written, and organizational skills, are conscientious and diligent, and have an eye for detail. This position should be of particular interest to those who might be considering law school, as it offers an ideal opportunity to gain real-world legal experience in a professional and congenial environment with great benefits.

Given the time we will invest in nurturing your growth, should you be selected for this position, we will ask that you make an employment commitment of a minimum of two years.

JOB SUMMARY

- Case related functions include organization and maintenance of case files; screening,

- identification and marking of documents for discovery;
- Participation in witness interviews; attendance and assistance at trial; research and preparation of trial books and pleadings; and other tasks as a member of an investigative and trial team.
- Intelligence related tasks include ongoing responsibilities in the daily review of incoming raw intelligence data;
- Culling out information relevant to Section functions, investigations, and cases;
- Summarizing essential information for the Chief and pertinent Section deputies and attorneys; and routing specific intelligence to appropriate attorneys.
- Drafts daily and weekly intra-departmental reports on terrorism cases, investigations, training and other matters
- Drafts responses to Congressional and citizen correspondence on terrorism issues.
- Assists in the policy area, analyzing and drafting comments on legislative proposals.
- Participates in presentations and compiling training materials.
- Performing other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE: is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

- At the GS-07 Level: One (1) full year of graduate level education OR superior academic achievement (Applicants must have a four-year degree and have a 3.5 or higher out of a possible 4.0 OR be elected to a national scholastic honor society OR must be in the upper third of the graduating class. This Program authorizes the appointment of certain highly qualified college graduates to Government positions, in grades GS-5 and/or GS-7 in covered occupations.)
- At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).
- At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

QUALITY RANKING FACTORS:

- 1) Knowledge and understanding of legal reference sources and commonly used legal research procedures and methods (This includes knowledge of legal reference sources used to research, evaluate, summarize and prepare legal documents.)

- 2) Ability to research, analyze, and make recommendations (This includes the ability to research and analyze a variety of legal documents and make recommendations to attorneys.)
- 3) Ability to communicate orally (This includes the ability to communicate effectively in order to provide and obtain a variety of factual information.)
- 4) Ability to communicate in writing (This includes the ability to present findings and conclusions using appropriate language, legal reasoning, and organization of facts and ideas; and to assist in case preparation.)

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants **must submit** a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name

and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

****If after review of your application/resume, you are found qualified at the GS-07 level, based on relevant experience and/or education (this does not include the superior academic achievement criteria), you will be contacted by this office. Additional information will be provided to you to further complete the application process. If you are a current federal employee and qualify at the GS-07 level and do not wish to be considered under competitive procedures, you will not be contacted or required to submit additional information.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- If substituting education for specialized experience, transcripts must be submitted.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position also requires a security clearance. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application

and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Shelly Adams

CONTACT PHONE:202-616-0096

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2918